



Trustees Report 2020

September 2019 began with a strong team consisting of Hazel Yuill, manager, Karen Blazer, deputy manager, Clare Coughlan, assistant, Kay Morgan, assistant. All worked well together and brought differing strengths to the preschool.

The children settled very quickly and we had a positive Autumn term. Forest school commenced as soon as the children were settled and this activity continues to bring amazing learning opportunities to our group. As a team we really thrive in outdoor learning environments and we were delighted to be offered a small section of one of the allotments at Stoke Holy Cross. We took small groups up there in turn to manage this piece of land and the children learnt so much about growth and origins of food.

We also celebrated Diwali and Christmas in our own special ways.

We were very fortunate to have a Christmas trip to High Altitude, a trampoline park, this proved to be great fun to children and adults alike, thank you to the committee for helping fund this activity.

The Spring term began and again, the new starters settled extremely quickly.

Clare Coughlan handed in her notice due to relocation and left February half term, Vic Weston had expressed an interest in returning to preschool and we were happy to reappoint her. She continues to work hard and be a valuable member of the team.

Not long after this, COVID 19 pandemic began to impact all of our lives. Families and communities had to adjust to the new lockdown rules and as a preschool we had to work out how these new rules would affect us.

Due to a suspected COVID case, we had to close and deep clean, this took three working days to complete. Thank you to any of the committee who helped with this process. Thankfully we didn't have any more suspected cases and we managed to stay open until 21st July.

As a team we sought advice from Early Years sector at Norfolk County Council and with support we drew up risk assessments and worked out how we could stay open for key workers and their families.

We offered as many sessions as were needed, we also stayed open through the Easter holidays. I know all key workers really appreciated this support and provision.

During this time, Kay Morgan handed in her notice, and we continued to work as a small team of three.

COVID 19 had a massive impact on this academic year and unfortunately a lot of our usual learning outcomes were lost. We invited all children who were due to start primary school September 2020 to return to us after the Whitsun holiday. We were very pleased to see children return and feel this was a really valuable time to reconnect with their friends, return to some sort of routine and prepare a little for school.

Other areas where COVID 19 has affected us; no trips, no corporate fundraising events, no Leaver's Day, and no Sports day, it's been a difficult time for all.

As a team we spent time through the summer looking at what preschool would look like in September 2020. It's a time of constant changes and a lot of insecurity but we are determined to provide the best preschool experience we can under these circumstances.

One of the biggest and most forward looking changes is the change to our opening times.

We have looked at how we can provide 30 hours provision and this is how we are going to do this.

Monday 8:30/9-3

Tuesday 8:30/9-3

Wednesday 8:30/9-3

Thursday 8:30/9-3

Friday 8:30/9-12:30

The breakfast club is proving popular and we are beginning this W/C 21st September.

We will be running long sessions on Monday, Wednesday and Thursday and after Christmas, Tuesdays as well.

As I said to the committee, I think there will be a transition period over this coming academic year, but once families in the area know that these hours are on offer then we will have a greater uptake for these longer sessions.

We have a few spaces available but I am continuing to have contact from families looking for preschool provision for this year.

We have also made the decision to be a one setting provision during this pandemic. This means that children can only attend our setting and they cannot split their preschool provision between two settings, unfortunately this means we have lost a couple of families but we feel very strongly that the health of our children and our staff is paramount. We feel this system falls in line with the government guidance on having a bubble of no more than 30 children. We presently have 25 children but this number could increase.

Over the last couple of weeks the Chairperson and myself have advertised for a new assistant. We had three applicants and after interviewing all three, we are delighted to say that we have appointed a new assistant who will begin with us at the end of September. She is an experienced EY practitioner, very well qualified, who seems as if she is going to fit in very well to the team.

So whatever 2020-21 looks like, we are confident that we have the team, the skills and the adaptability to provide the best preschool experience for our children.

Fundraising

- We started well with a really fantastic Christmas event last year. It was very well attended and had a lovely community feel.
- We raised -
- Sadly all of our other plans had to be cancelled due to lockdown
- Hazel and several committee members did a fantastic job of selling plants to raise money during lockdown

I would like to take this opportunity to thank all the staff and all who stood on the committee last year. Thank you to Laura Hood and Rachel Brooks for being Chairpersons, to Barry Gow for continuing as treasurer, to Nikki Bagley for being secretary, thank you to Bex Goodson for collecting the Fareshare food every week, and all committee members.

Your hard work and support is greatly appreciated.

Stoke Holy Cross Pre-School Playgroup

Charity Number: 1033659				
Receipts and Payments Account for the year ended 31st August 2020				
	Unrestricted Funds	Restricted Funds	TOTAL FUNDS	LAST YEAR
	£	£	£	£
Receipts				
Fees from Parents	6413.00	0.00	6413.00	14238.75
Government Funding	36965.63	0.00	36965.63	34560.95
Grosss Fundraising proceeds and donations	1540.50	0.00	1540.50	4489.30
Uniform Sales	0.00	0.00	0.00	51.50
Other Income	700.00	0.00	700.00	179.18
TOTAL RECEIPTS	45619.13	0.00	45619.13	53519.68
Payments				
Wages	38010.77	0.00	38010.77	40685.67
Toys, Equipment & Activities	221.99	0.00	221.99	646.57
Food, Snacks & Drinks	141.00	0.00	141.00	215.72
Insurance	404.53	0.00	404.53	404.53
Rent of Village Hall	3214.70	0.00	3214.70	3668.60
Electricity & Heating	347.00	0.00	347.00	390.00
Uniform	0.00	0.00	0.00	154.70
Office & Administration Expenses	856.75	0.00	856.75	1335.70
Cleaning	105.05	0.00	105.05	106.68
Other Expenses	237.39	0.00	237.39	565.06
Annual Subscriptions	115.00	0.00	115.00	50.00
Fundraising Expenses	358.50	0.00	358.50	602.59
Training	681.00	0.00	681.00	597.50
TOTAL PAYMENTS	44693.68	0.00	44693.68	49423.32
NET RECEIPTS / (PAYMENTS)	925.45	0.00	925.45	4096.36
Cash funds brought forward	28477.67	0.00	28477.67	24381.31
Cash funds carried forward	29403.12	0.00	29403.12	28477.67

Statement of Assets and Liabilities at 31st August 2020				
	Unrestricted Funds	Restricted Funds	TOTAL FUNDS	LAST YEAR
Cash Funds	£	£	£	£
Barclays current account	29403.12	0.00	29403.12	28477.67
Petty cash held	-	-	-	-
	29403.12	0.00	29403.12	28477.67
Assets retained for the charity's own use				
The majority of assets held are toys and equipment.				

Stoke Holy Cross Pre-School Playgroup

Charity Number: 1033659

Independent Examiner's Report to the Trustees of Stoke Holy Cross Pre-school Playgroup

I report on the accounts of the Pre-school for the year ended 31st August 2020

Respective Responsibilities of Trustees and Examiner

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed.

It is my responsibility to:

- examine the accounts under section 145 of the 2011 Act;
- to follow the procedures laid down in the general directions given by the Charity Commission (under section 145(5)(b) of the 2011 Act); and
- To state whether particular matters have come to my attention.

Basis of Independent Examiner's Report

My examination was carried out in accordance with the general directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in a audit, and consequently no opinion is given as to whether the accounts present a "true and fair view" and the report is limited to those matters set out in the statement below.

Independent Examiner's Statement

In connection with my examination, no matter has come to my attention:

- (1) which gives me reasonable cause to believe that in any material respect the requirements
- to keep accounting records in accordance with section 130 of the Act: and
 - to prepare accounts which accord with the accounting records and comply with the accounting requirements of the 2011 Act

have not been met, or

- (2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Signed: *N. Fowler*

Name: Nicola Fowler, NJF Accounts Ltd

Relevant professional qualification or body: FCCA

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Date: 24/05/21